

Intelligence Officer, GS-14

Vacant

Chief, Project Initiation and Control Branch
Reports Division (D/R), O/RR

As Chief, Project Initiation and Control Branch, D/R, under the general direction of the Chief, D/R, performs or directs others to perform the project initiations and the project control functions for O/RR as follows:

Is responsible for initiating and planning the production of all projects in O/RR that may result in publications or in contributions to publications of other offices or agencies. This involves the proper interpretation of any project requested or the careful definition of the project if it is internally generated, setting up clearly the statement of the problem, the terms of reference, and the scope. This preparatory phase involves meetings with the requester to assist him in defining his needs, meetings with the producing components, and meetings with the AD/RR, and it may involve interpretation of projects or parts of projects conceived by the Economic Intelligence Committee. When the project is defined, sets up the production schedule, allocating production responsibilities to the Divisions, arranging for contributions to the paper, and setting deadlines for completion. Carries on close liaison with O/NE and other IAC Agencies. The results of this study, coordination, and consultation are incorporated in a production directive which he issues to the Divisions concerned.

In exercising this function of initiator or planner, must be familiar with the capabilities and work-loads of the several Divisions and keep the AD/RR advised. Must be able to assess the feasibility of undertaking certain projects and to advise the AD/RR on priorities to be attached to the projects under way. Must also be able to estimate the work-load required for a given project and be informed on the current work-load of O/RR.

Keeps well-informed on current events and trends in international affairs, particularly with reference to economic matters as they affect the national security. This involves a review of intelligence reports and estimates from various official sources, as well as publications of research institutions. Must be able on the basis of his over-all knowledge of projects planned and under way to recommend projects for which there is a demonstrable need, particularly where this may contribute to the preparation of national estimates.

Provides the liaison with the office of the AD/RR on all matters involving project initiation and control and maintains contact with all Task Groups or other groups that may be charged with the production of special projects.

Determines, in consultation with the Divisions and with the Chief, Review and Publications Branch, the particular medium to be used in publishing each report. Has the appropriate designation and number assigned to each project.

Serves as steering member of Task Groups or working groups where, for any reason, such member is not drawn from one of the producing Divisions.

Is responsible for the control and accounting aspects of project production from the time of conception to final publication and dissemination, expediting the progress of the report at all stages of production. In carrying out this responsibility, maintains close contact with the Division Chiefs and with contributing agencies, keeping the AD/RR informed at all times of the progress of reports. Devises such procedures as will result in a smooth form of production and maintains all necessary records and status reports as are required for a careful accounting of all work under way.

Recommends and arranges for the final distribution of reports and, for this purpose, maintains close contact with D/C and O/CD, as well as with the Reproduction Branch, Services Division.

SECRET